

EPISCOPAL RELIEF & DEVELOPMENT

JOB DESCRIPTION

TITLE: SYSTEMS SPECIALIST, Monitoring, Evaluation, & Learning (MEL)

REPORTS TO: Director, Strategic Learning & Impact

DEPARTMENT: Strategic Learning & Impact (SLI)

DIVISION: Global Programs

LOCATION: New York, NY or Remote USA

FLSA STATUS: Exempt

EFFECTIVE DATE: 3/22/2024

PRIMARY FUNCTION/PURPOSE: The Systems Specialist, MEL configures and maintains the organization's quantitative and qualitative systems for program monitoring, evaluation, research and learning and provides technical support to users. The Systems Specialist, MEL seeks user ease, efficiency, and interoperability between all the component parts of the MEL System, liaising with the Senior MEL Manager for technical guidance. The position provides support in MEL analytics, back-end system functionality, and data integrity and informs data strategy in the organization's digital transformation. The MEL Systems Specialist works with the Director, SLI in supporting Episcopal Relief & Development's core values and strategic goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Digital Monitoring & Evaluation Systems (Quantitative & Qualitative)

- Configures digital systems for new projects, geographies and users
- Configures digital systems for new and updated indicators when needed, incorporating them into standard dashboards and reports; may also customize DHIS2 for complex indicators or reports
- Makes system improvements based on user experiences and evolving organization needs for improved data collection, data analysis and reporting
- Configures evaluation survey questions and all system components to calculate specific outcome indicators as required
- Configures monitoring and evaluation dashboards and reports as required
- Configures mobile devices for data collection preparing survey questions, software and other tools as needed
- Customizes coding in Stata for complex indicators and data analysis
- Configures Nvivo for qualitative data analysis

MEL Systems' Technical Advice

- Provides ongoing technical advice to users of all MEL systems
- Provides technical content for system user guides and training resources
- Provides technical insight on user requirements and technical specifications for new systems
- Provides technical insight on systems optimization
- Tests and verifies system changes and corrections working alongside developers
- Collaborates with key program and partner staff on system/tool testing and feedback loops to ensure systems and tools are user-friendly and meet user needs.

MEL Systems' Management and Performance Improvement

- Manages adherence to data collection and management privacy standards: compliance, breach and notification processes, working closely with IT and Technology
- Informs assessment of emerging developments in MEL systems
- Contributes to Episcopal Relief & Development's digital transformation strategy and execution of its processes
- Organizes and maintains MEL systems' project management and documentation per Global Programs Division standards

MEL Support

- Updates project MEL Workbook tool annually
- Provides back-up on additional MEL technical work in the cluster
- Performs other duties as assigned.

SUPERVISORY REQUIREMENTS:

There are no direct staff supervisory responsibilities. The position:

- Manages and oversees external MEL systems consultants and vendors

EDUCATION:

- A Bachelor's Degree in statistics, research, evaluation, or economics.
- An Advanced Degree such as a Master's Degree preferred

EXPERIENCE:

- A minimum of four (4) years of MEL systems' experience, or information systems, preferably in an international/other nonprofit or government agency
- Demonstrated success in data system configuration and Stata customization to meet evolving user needs
- Systems experience with project/program data preferably in international development
- Demonstrated effectiveness working individually and in teams, and managing system projects on time to quality standards
- Keen interest in technology, systems and innovation and demonstrated ability to quickly learn new platforms

SKILLS:

- **Demonstrated high-level skills and experience with the following software:**
 - Excel
 - DHIS2
 - Stata and/or SPSS

- Mobile open source data applications (e.g. CommCare, ODK, Kobo Collect)

Skills, cont'd

- Nvivo or other qualitative data analysis software
- *Preferred:* Power BI or other interactive data visualization software
- Self-starter capable of working remotely at a high level of productivity; able to work through and resolve technical issues on their own
- Initiative and problem-solving abilities with a focus on building it better and continuous improvement
- System User/Customer service-oriented
- Detail-oriented with strong organizing, prioritizing, and time management skills for effective self-management, task execution and personal accountability
- Strong communication and interpersonal skills; proven ability to manage complex or difficult situations with tact, diplomacy and good humor
- Fluency in English; French, Portuguese or Spanish a plus

OTHER REQUIREMENTS:

- Passionate about Episcopal Relief & Development's mission and impact
- May be required to work long hours and a varied schedule including occasional evenings and weekends
- Ability and willingness to work Eastern time business hours and some business hours of implementing partner countries
- Ability and willingness to travel periodically in the U.S. and possibly in diverse and under-resourced environments internationally

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications. Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.

Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All employment practices will be administered without regard to an individual's actual or perceived protected characteristic(s) - race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other legally protected status. Episcopal Relief & Development offers reasonable accommodations for individuals with disabilities. You may request accommodation at any time.

SALARY & BENEFITS:

Annual salary range of **\$86,600-\$91,000.**

Competitive, comprehensive benefits package offered

How To Apply:

Email resume and cover letter to careers@episcopalrelief.org with the subject line **"SYSTEMS SPECIALIST, Monitoring, Evaluation, & Learning (MEL)** For more information, visit our website at www.episcopalrelief.org. The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications. Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.